

FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

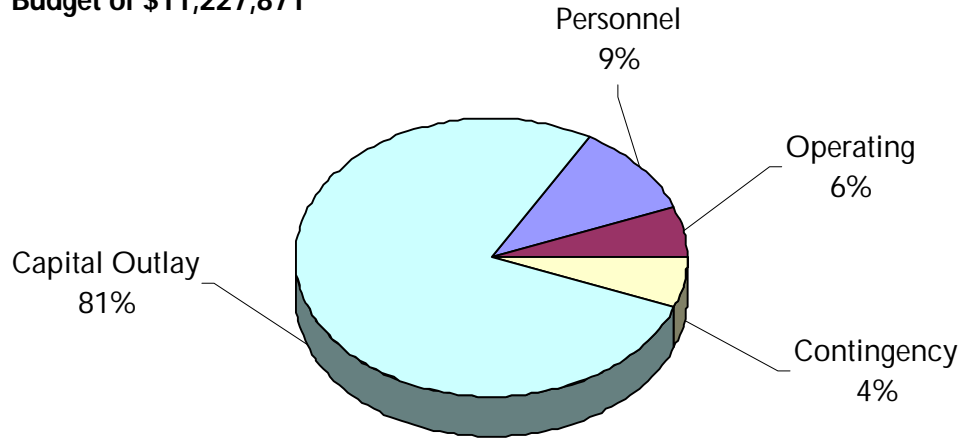
MISSION:

To maintain superior standards in governmental accounting and reporting; to manage and continuously improve City and citizen use of information systems and related technology; and to provide accurate, timely personnel information, services, and training for all City employees.

Budget Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Finance & Administration	\$ 192,051	\$ 459,555	\$ 496,035	\$ 496,035
Information Technology	397,477	569,277	598,988	598,988
General Services	466,684	90,955	84,981	84,981
Non-Departmental	62,272	9,755,784	10,088,457	10,047,867
TOTAL	\$ 1,118,484	\$ 10,875,571	\$ 11,268,461	\$ 11,227,871

FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

Finance and Administration
FY 2001 Budget of \$11,227,871



STAFFING SUMMARY BY POSITION:

Finance & Administration:	FY 00	FY 01
Director of Finance & Administration	1.0	1.0
Comptroller	1.0	1.0
Senior Accountant	1.0	1.0
Accounting Technician	1.0	1.0
Administrative Assistant	1.0	1.0
Employment Agreement Personnel	1.0	1.0
Part-Time Personnel	0.0	0.3
Subtotal	6.0	6.3

Information Technology:	FY 00	FY 01
Information Technology Director	1.0	1.0
Business Systems Analyst	1.0	1.0
Network Analyst	1.0	1.0
Programmer/Analyst	0.0	1.0
Information Technology Technician	1.0	0.0
Employment Agreement Personnel	0.0	2.0
Part-Time Personnel	4.0	0.5
Subtotal	8.0	6.5

General Services:	FY 00	FY 01
None	0.0	0.0

Non-Departmental:	FY 00	FY 01
None	0.0	0.0

TOTAL:	FY 00	FY 01
Personnel	14.0	12.8

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

- Implement new Financial Management System
- Produce the City's FY 2001 Budget for submission to GFOA's Distinguished Budget Award Program
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that thoroughly communicates the financial plan of the City

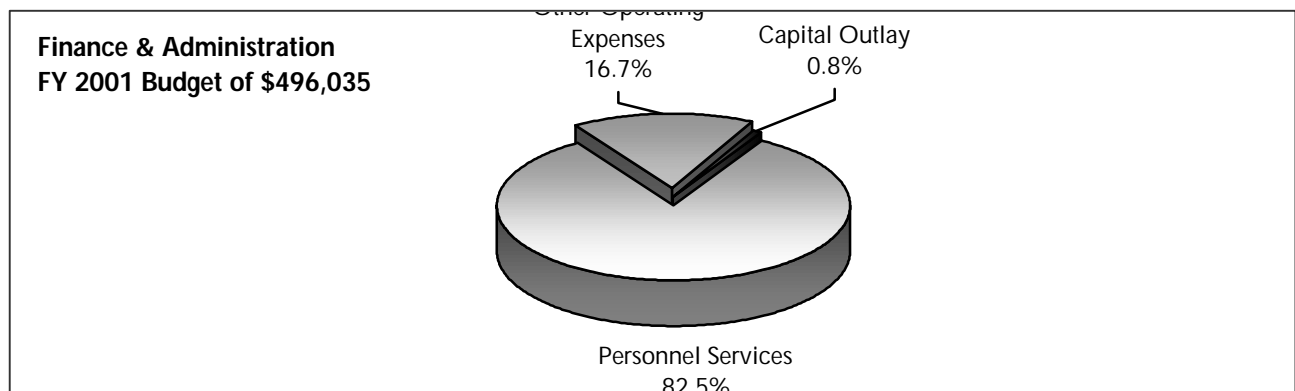
SIGNIFICANT CHANGES FOR FY 01:

- 300 - Increased \$6,000 for consulting services to assist with software implementation.

FY WORK PLAN GOALS:

- Develop long-term Financial Plan (3-5 years)

Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Personnel Services	\$348,206	\$381,305	\$409,321	\$409,321
Other Operating Expenses	62,550	74,315	82,837	82,837
Capital Outlay	0	3,935	3,877	3,877
TOTAL	\$410,756	\$459,555	\$496,035	\$496,035



Performance Indicators	Actual 1998 - 99	Budgeted 1999 - 00	Projected 2000 - 01
Number of Accounts Payable Checks Processed	-	8,500	9,000
Maximum Number of Days to Process Invoices	-	-	5
GFOA Comments on CAFR	2	1	2

SERVICES PROVIDED:

This Activity provides for personnel and operating costs associated with the City's computer systems, telephone systems and related information systems which generally benefit all departments.

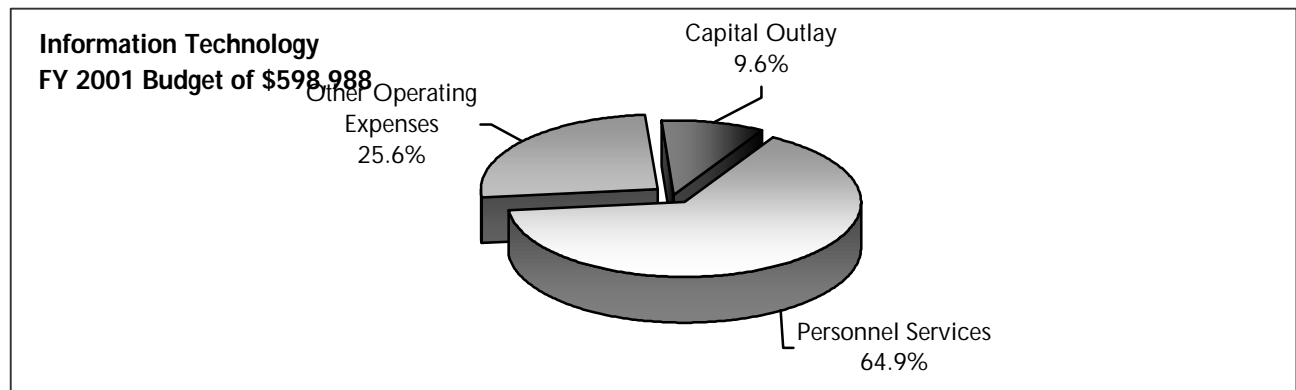
FY WORK PLAN GOALS:

- Develop advanced Web applications
- Develop City-wide GIS applications
- Implement Financial Management software
- Support the implementation of Mobile Data Terminals

SIGNIFICANT CHANGES FOR FY 01:

- 085/090 - Net increase \$29,495 in Personnel Services due to promotion of two part-time staff members to Employment Agreement status.
- 222 - Added \$9,000 for replacing GIS materials on a regular basis.
- 310 - Decreased \$11,900 in the use of consultants due to increased staff skill set.
- 951 - Decreased \$19,019 in Furniture and Equipment due to adjustment in Telephone Replacement Fund.

Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Personnel Services	\$311,655	\$333,012	\$388,531	\$388,531
Other Operating Expenses	214,398	159,995	153,206	153,206
Capital Outlay	62,208	76,270	57,251	57,251
TOTAL	\$588,261	\$569,277	\$598,988	\$598,988



Performance Indicators	Actual 1998 - 99	Budgeted 1999 - 00	Projected 2000 - 01
Number of PC's Available	190	195	195
Estimated Number of Help Desk Calls	3,735	3,995	3,595

SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

- Provide for optimal cost effective procurement of equipment, services and operating supplies needed by the City

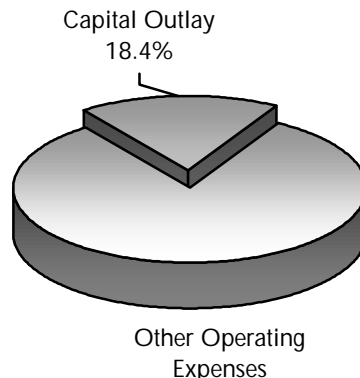
SIGNIFICANT CHANGES FOR FY 01:

- 221 - Office Supplies decreased \$5,500 reflecting new consolidated supply contract.
- 730 - R&M/Machinery decreased \$11,066 reflecting the actual cost of new copier and other office machines.

FY WORK PLAN GOALS:

Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	68,300	76,305	69,334	69,334
Capital Outlay	23,470	14,650	15,647	15,647
TOTAL	\$91,770	\$90,955	\$84,981	\$84,981

General Services
FY 2001 Budget of \$84,981



SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for workers' compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the Capital Projects Fund.

FY WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures

SIGNIFICANT CHANGES FOR FY 01:

- 130 - Workers Compensation Insurance increased \$55,040 for increased premiums.
- 140 - Group Insurance increased \$100,000 for projected rate increases.
- 141 - Group insurance Retirees increased \$5,100 for projected rate increases.
- 368 - Security Services added at \$25,000. This provides for enhanced security at City buildings.
- 440 - Prof. Dues, increase of \$8,000 to reflect current usage.
- 800 - Contingency increased \$280,000 to reflect prior year actual usage.
- 990 - CIP budget decreased \$142,400 below prior year. See CIP detail.

Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Personnel Services	\$353,770	\$261,120	\$423,186	\$423,186
Other Operating Expenses	489,824	297,664	330,671	330,671
Capital Outlay	12,460,200	8,777,000	8,634,600	8,634,600
TOTAL	\$13,803,794	\$9,755,784	\$10,088,457	\$10,047,867

**Non-Departmental
FY 2001 Budget of \$10,047,867**

